



ISD Guideline Template

Number: 580-TM-039-01
Effective Date: July 26, 2005
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Approved By: (signature)
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Responsible Office: 580/Information Systems Division (ISD)
Title: Guideline Title

Asset Type: Template
PAL Number: 3.5.2.5

GUIDANCE: This template can be used to define a guideline. The above header must be changed for new guideline. Changes include: Name (ISD Guideline Template) should be "ISD [guideline title]". Also change Number, Dates, Asset Type, Title, and PAL Number.

Purpose *GUIDANCE: State the purpose of the guideline.*

Scope *GUIDANCE: State the scope of the guideline. The scope is defined as range of operation for the guideline (i.e., what will be the extent of treatment, activity, or influence of the guideline use).*

Guideline *GUIDANCE: State the guideline.*

**Tools and
Templates**
(optional)

GUIDANCE: List all Tools available to perform the guideline. If a hyper-link to the Tool is available, add that to the description. If no tool is applicable, denote this section as Not Applicable.

Name	Description

Training
(optional)

GUIDANCE: List all Training available to perform the guideline. If a hyper-link to the Training is available add that to the description.

Course Name	Description

Training availability can be checked at <http://software.gsfc.nasa.gov/training.htm>.

References

GUIDANCE: List all NASA standards relevant to this particular guideline description. Insert hyper-links to the document if this is available and add a description, if needed.

- **Glossary:** <http://software.gsfc.nasa.gov/glossary.cfm>
Defines common terms used in ISD processes
- **Process Asset Library:** <http://software.gsfc.nasa.gov/process.cfm>
Library of all ISD process descriptions
- **Reference Name:** *Insert a hyperlink where reference can be found, Short description of the reference, if needed.*

GUIDANCE for Change History (Below): Description of improvements to the approved guideline document, the Change Request responsible, and the author performing the change.

Change History

Version	Date	Description of Improvements
1.0	7/26/05	Initial approved version by CCB

Appendix A: Document Standards

Convention	Description
Standard Format	Look and feel should be the same as this template.
Standard Font	Arial or Helvetica 10-point normal text
Subject Headers	Placed along left side of paper and should be standard font plus bold.
<u>Text in blue and underlined</u>	Designates hyper-links to additional relevant information and detail. Text is standard font plus color blue with underline.
<i>Text in blue and italics</i>	Designates planned future hyper-links. This type serves to flag those hyper-links not yet setup. Text is standard font plus color blue plus italics.
<i>GUIDANCE Text in italics with 20% gray background</i>	Standard font plus italics with background (20% shading fill) designates guidance or tailoring information for the user. It is recommended that GUIDANCE text be collected together into one area, preferably at the end of the section, not broken up into several paragraphs or sentences that are scattered throughout the section. <i>GUIDANCE: Text of this type in this document should be deleted because it refers to use of this template. New text of this type should be added to the proposed document to provide guidance on document subject.</i>
Deletion of Template Sections	No section may be deleted from this template when building a process or sub-process. If no data is applicable for a section, then state that fact for the relevant sections.
Section separation on each page	Each first section on a new page should include a separation line going across the whole page width. A similar line is needed at the end of each page. This template includes this latter line as part of the footer.
Section boundary	Sections should NOT be broken across page boundaries unless this would create excessive white space defined as 33% or more of a page. A page break shall only be done at a logical boundary if it is to be broken across a page boundary.

Appendix B: Document Numbering Standard

The document number is organized in the format:

Organization – Type – CCB Number – Version Number

Where: **Organization** is always 580 to identify the Information Systems Division, Code 580, as the source of the document.

Type is one of the following types of document:

Checklist	CK	Policy	PL	Template	TM
ETVX Diagram	ED	Procedure	PR	Tool	TL
Form	FM	Process	PC		
Guideline	GL	Sub Process	SP		

CCB Number is the number assigned by the CCB (item **CCB#** on front page)

Version Number is the sequential version number (start with 1) of the current version

PAL Number (Process Asset Library Number) can be found in the PAL database. This item is on first page of this document and is listed separately from the document number.

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Check the Process Asset Library at <http://software.gsfc.nasa.gov/process.cfm> to obtain the latest version.

NOTE: Words or phrases shown in blue underlined contain links to additional information.

Guidance & tailoring information is shown in *italics with gray background*.